

Date: May 2, 2000
To: The Record
Health Facilities Advisory Committee (HFAC)
From: Recording Secretary, HFAC
Subject: March 22, 2000, HFAC Meeting Minutes

Members & Alternates

Present: CAPT Jose F. Cuzme, PE, Chairman, IHS/OPH/DFEE
CAPT Douglas C. Ott, PE, Vice Chairman, IHS/Alaska Area/OEHE
CAPT Thomas G. Gallegos, PE, Member, IHS/DFEE/ESD
CAPT Kerry M. Gragg, PE, Member, IHS/California Area/OEHE
Mr. Gilbert Harrison, PE, IHS/Navajo Area/OEHE
Mr. Kenneth R. Harper, PE, Member, IHS/DFEE/ESS
CDR George W. Styer, PE, Member, IHS/Nashville Area/OEHE
CDR William M. Lowe, Member, IHS/OPH/DFEE
CAPT Michael Verschelden, alternate, IHS/DFEE/ESD
Ms Diane Stewart, alternate, IHS, DFEE/ESS
CAPT Paul Fardig, alternate, IHS, OPH, DFEE
Mr. Rick Boyce, alternate, Alaska Consortium

Members

Absent: LCDR Merritt Lake, RS, IHS/EHS

Introduction:

The meeting was held in conjunction with the Facility Managers Meeting in Albuquerque on March 22, 2000 at 5:00 p.m., Mountain Standard Time (MST). There were a total of six members and four alternates present. The January 12, 2000 meeting minutes were approved as submitted.

Old Business:

(1) P-46, Facility Conditions Survey

CAPT Cuzme provided a brief description of a program piloted by the Bemidji, Portland, and Headquarters with AME, Inc to electronically collect facility condition survey data and import new, deleted, or updated survey data directly into the IHS facility database in Rockville to keep it current. Six steps have been identified. The first step of the pilot program has been completed. We will hear more about this as it progresses.

Ms Danielle Earhart, a past employee of ES-Seattle was recently hired by the IHS Environmental Health Support Center (EHSC) to develop and teach a class on Facilities Conditions Surveys. The current draft of the Facility Conditions Survey document was made available to Ms. Earhart in addition to several recent surveys performed on IHS owned facilities. The class is scheduled for April 2000 in Portland. In order to move forward with the completion of the Facility Conditions Survey Guidance, it was tentatively agreed to hire Ms Earhart to finalize the current draft document, send it out one last time for comments, and incorporate those comments into a final document for approval by the HFAC.

Any comments members have on the draft Facility Condition Survey Guideline previously distributed should be sent to José Cuzme by COB May 1, 2000.

(2) Authority Having Jurisdiction

CAPT Gragg committed to having the draft document out within two weeks with final comments due back to him

by May 1, 2000. A commitment was made to have the final version of this document ready for the July conference call.

(3) Lessons Learned

Final comments on this document are due to Ms Diane Stewart, the new ES-Dallas Director, by May 1, 2000. A commitment was made to have the final version of this document ready for the July conference call.

A motion was made by CAPT Gallegos and seconded by CAPT Gragg to adjourn the meeting and reconvene the following afternoon in order for the members and alternates to participate in CAPT Gallegos's retirement party. Approval was unanimous. The meeting was adjourned at 5:50 pm MST.

On March 23, 2000, the HFAC meeting was reconvened at 5:00 pm MST. All members and alternates present at the March 22, 2000 meeting were present except CAPT Gallegos, CAPT Gragg, and Mr. Harrison. Discussions continued on the agenda items.

(4) P-47, A/E Selection Guide

The A/E Selection Guide was distributed to all the Area OEHE Associate Directors under a cover memo from the Acting DFEE Director for use by all IHS engineering programs. It is also available on the DFEE web site.

New Business:

(1) A/E Design Guide

Through a collaborative effort between the Dallas and Seattle Offices, a revised A/E Design Guide was developed and distributed to the HFAC members. The changes made to the document are as follows:

- General design requirements were revised updating citations of the Code, Standards, and Guidelines. Also, a new section was added on building system commissioning (Section H).
- Drawing Preparation was revised correcting drawing scales and further clarifying the meaning of electronic media.
- Specification Preparation was revised requiring specifications to be provided in the latest version of MS word.
- Cost Estimate Preparation was revised updating the reference to "CSI Master Format" and clarifying that construction estimates are to be within the construction budgets.
- The section on Maintenance and Improvement Projects was deleted.
- Bidding was revised to meet current practice and regulation.
- Construction Administration was revised to meet current practice and regulation.
- Former Appendix "D" on IHS HFPT Templates was deleted.
- A new standard Title Block was added as Appendix "D".
- Page numbering was made sequential.
- Submission of Drawings, Specifications, and Cost Estimates was revised by:
 - a. Adding new sections on Civil (A.9) and Structural (A.10) Documents.
 - b. Clarifying Electrical Document circuit designations and electrical calculation requirements.
 - c. Clarifying Electrical Document submittal requirements during all design stages.

Several HFAC members had reviewed the document and provided very good verbal comments about the document in the ensuing discussion. It was decided that all verbal comments would be transmitted in writing to Mr. Harper who would provide them to the ES workgroup for possible incorporation into the document. Comments are due by COB May 1, 2000. All relevant comments will be incorporated into the guide and redistributed to the HFAC members by June 1, 2000 to allow enough time for members to make a final review prior to the July HFAC conference call. It is anticipated the document will be ready for a HFAC

vote on the July conference call.

(2) Expiration of HFAC Member Terms:

It was agreed to extend CAPT Kerry Gragg's appointment until November 2000. Several Area Office members will expire between now and the end of the calendar year. It was agreed an inquiry for nominees would be made to identify those interested in serving as a member of the HFAC Committee.

The next HFAC conference call was tentatively set for July 6, 2000 at noon Eastern Daylight Time(EDT). The meeting was adjourned 4:42 p.m. MST.

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